Motion to Abandon.

STEP 1   Select **Bankruptcy** from the *Main Menu*, and then click on the **Motions/Applications** hypertext link.
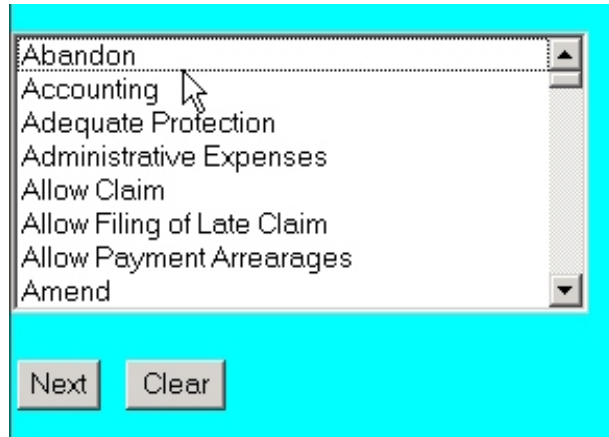

STEP 2   The **Case Number** entry screen displays.
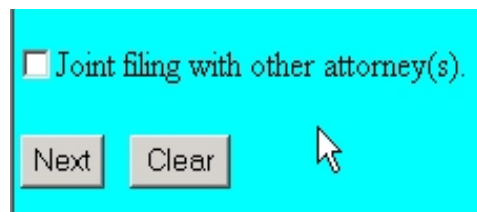

♦   **Case Number** - enter a case number in **YY-NNNNN** format
♦   Click on the **Next** button.

STEP 3   The **select the type of motion being filed** screen displays.
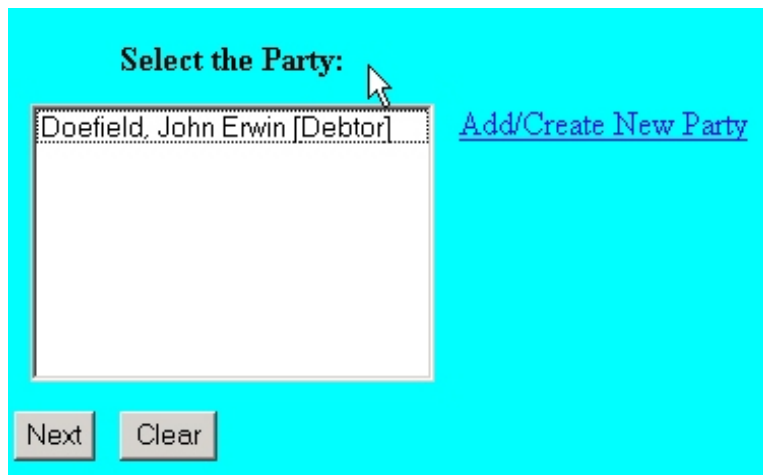

- ♦   Click on **Abandon**.
- ♦   Click on the **Next** button.

STEP 4   The **Joint filing with other attorney(s)** prompt is displayed.

- ♦   Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ♦   Click **Next** to continue.

STEP 5   The **Select the Party** screen displays.
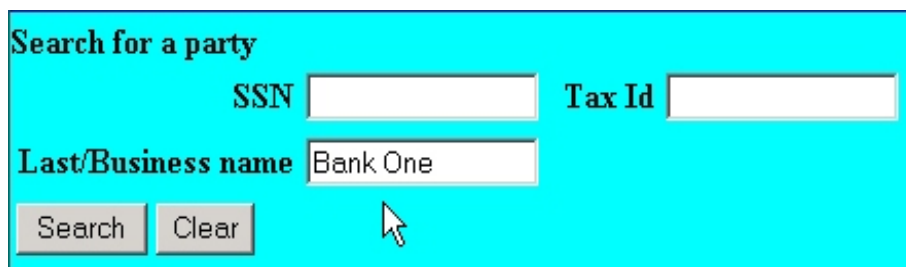

♦   If the party's name appears, click on the party's name and skip to **Step 10**;
♦   If the party's name does not appear, click on **Add/Create New Party** and proceed
           to **Step 6**.
♦   Click on the **Next** button.

STEP 6   The **Search for a party** screen displays.

♦   **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
♦   Enter at least one character of **party's last name** or **business name**, using upper
           or lower case characters (is not case-sensitive).
♦   Click on **Search**.

STEP 7   The **Party search results** screen displays.

♦   If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 8**.
♦   If party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8   The **Party Information** screen displays.

♦ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
♦ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
♦ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
♦ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
♦ Click on **Submit** to continue and proceed to **Step 10.**

STEP 9   If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen displays.
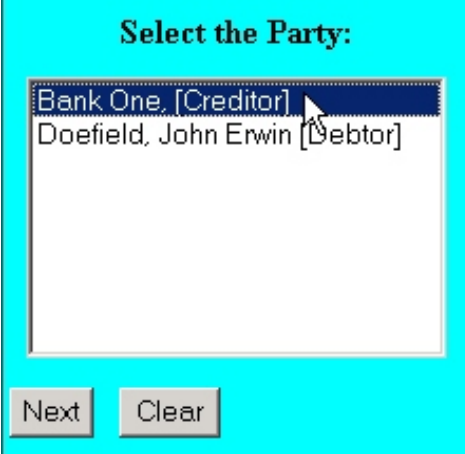
♦ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[*Tab*]** key to advance to the **First name** field and enter first name.
♦ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
♦ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays with your party highlighted.
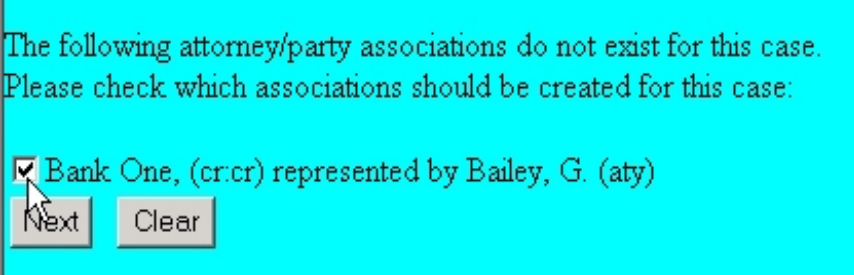
Select the Party:

Bank One, [Creditor]
Doefield, John Erwin [Debtor]

Next   Clear

♦ Click on the **Next** button to continue.

STEP 11 Check the box to associate you as the attorney for the party selected/added. This screen will not display if the association has previously been made.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☑ Bank One, (cr:cr) represented by Bailey, G. (aty)
Next   Clear

♦ Click **Next** to continue.

STEP 12 The **Select the pdf document** screen displays.

♦ Type the path and file name in the blank box, or
♦ Click on the **Browse** button to navigate to the appropriate directory and file.
♦ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
♦ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays.
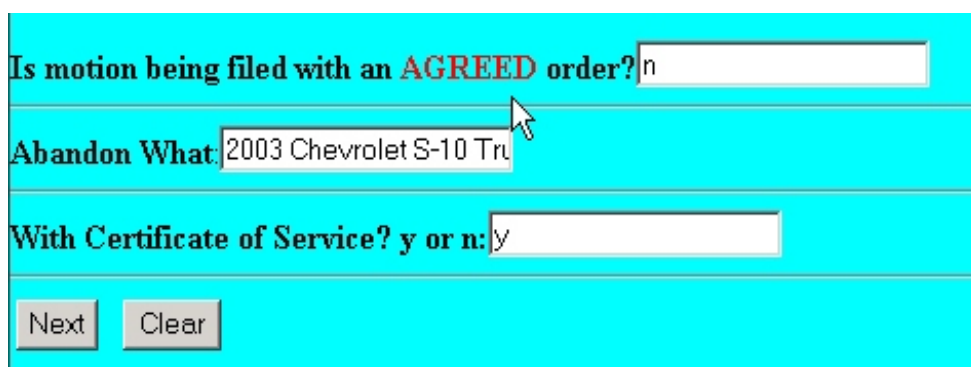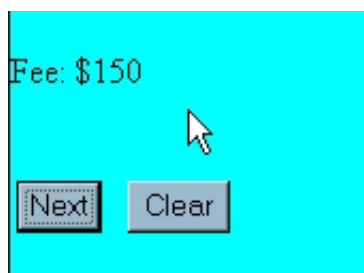
◆   Use the **Browse** button to navigate to the location of all necessary files.
◆   **Type** - click on the down arrow to select the type of attachment, if listed.
◆   **Description** - type in any additional description if needed.
◆   **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
◆   Click on the **Next** button.

STEP 14   A screen requesting additional information about the motion displays.

Is motion being filed with an AGREED order? n

Abandon What: 2003 Chevrolet S-10 Tru

With Certificate of Service? y or n: y

Next   Clear
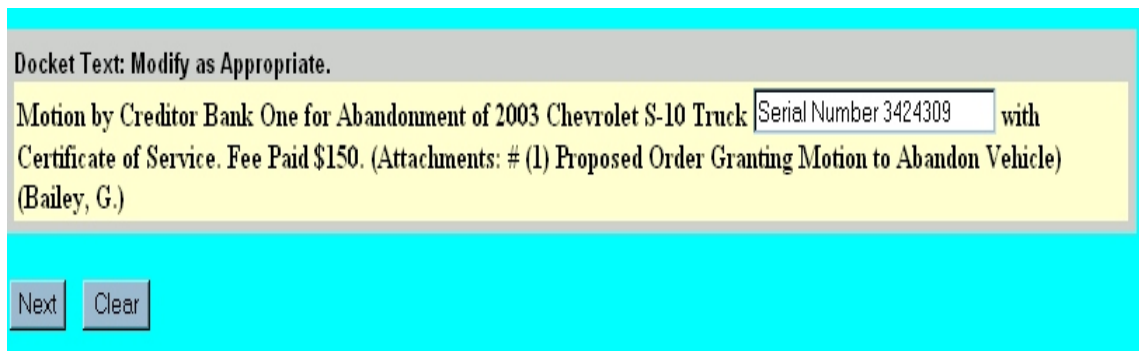
◆   Type in a lowercase **'y'** __only if the motion contains an Agreed Order__.
◆   Type in a **brief description of the property** you are requesting be abandoned.
◆   Type in a lowercase '**y**' if the motion contains a **Certificate of Service.**
◆   Click on the **Next** button.

STEP 15   The **Fee** screen displays, showing the amount to be charged to your credit card.

Fee: $150

Next   Clear

◆   Click on the **Next** button

STEP 16   The **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

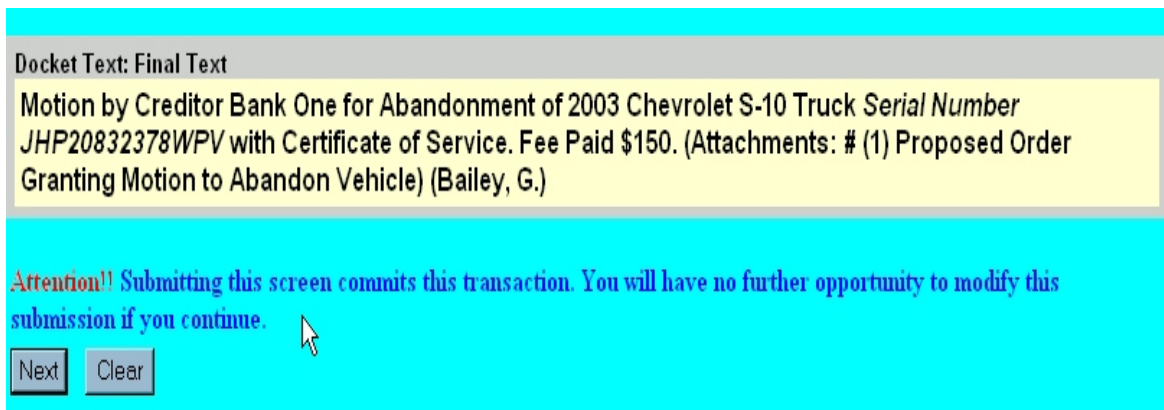Motion by Creditor Bank One for Abandonment of 2003 Chevrolet S-10 Truck [Serial Number 3424309] with Certificate of Service. Fee Paid $150. (Attachments: # (1) Proposed Order Granting Motion to Abandon Vehicle) (Bailey, G.)

Next   Clear

♦   Add text in the box provided if needed.
♦   Click on the **Next** button.
♦

STEP 17   The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to
                  verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Motion by Creditor Bank One for Abandonment of 2003 Chevrolet S-10 Truck *Serial Number JHP20832378WPV* with Certificate of Service. Fee Paid $150. (Attachments: # (1) Proposed Order Granting Motion to Abandon Vehicle) (Bailey, G.)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next   Clear

♦   Verify the final docket text. If correct, click **Next**.
♦   If the final docket text is incorrect, you must click on your **Browser's Back**
         button to correct your entries or to abort or restart the transaction, click on the
         Bankruptcy hyperlink on the *Menu Bar*.

STEP 18   The **Summary of Charges** screen displays listing this charge and all other outstanding charges.

Summary of current charges:

Date Incurred	Description	Amount
2003-12-08 13:51:24	Complaint(2:03-bk-20780) [cmp,cmp] (150.00)	$ 150.00
2004-01-27 12:05:43	Voluntary Petition (Chapter 7)(2:04-bk-20060) [misc,volp7aty] (209.00)	$ 209.00
2004-01-30 13:47:26	Amended Schedules/Statements(2:03-bk-20839) [misc,amdsch] (26.00)	$ 26.00
2004-02-25 11:00:01	Motion to Abandon(2:03-bk-20839) [motion,mabn] (150.00)	$ 150.00
		Total: $ 535.00

Pay Now | Continue Filing

♦   Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.

♦   Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

STEP 19 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 2/25/2004 at 10:59 AM EST and filed on 2/25/2004
Case Name: John Erwin Doefield
Case Number: 2:03-bk-20839
Document Number: 14

Docket Text:
Motion by Creditor Bank One for Abandonment of 2003 Chevrolet S-10 Truck *Serial Number JHP20832378WPV* with Certificate of Service. Fee Paid $150. (Attachments: # (1) Proposed Order Granting Motion to Abandon Vehicle) (Bailey, G.)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=2/25/2004] [FileNumber=12002-0]
[85f750d6120227f36fed054fd7a18d1d37f994e4b2544f29c21da9826870cc61c7725
c2cec7bfdc686cac8243724efad834e1f41aeb6cf2e5cd81cacda4d0a43]]
Document description:Proposed Order Granting Motion to Abandon Vehicle
Original filename:O:\PDFfiles\Bankruptcy - Proposed Order.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1019576470 [Date=2/25/2004] [FileNumber=12002-1]
[99ea116fec7d812cd2604f405c55e211765f03a47c26bb85a75123c54c3e6b3fd75d6
18c34bebe7c6df764c2abba6e361192378c8e3b667da46a5cc26bd5ab11]]

2:03-bk-20839 Notice will be electronically mailed to:

G. J. Bailey   atygjb@attorneymail.com, mysecretary@attorneymail.com,myparalegal@attorneymail.com